

ORD 2569-71

22 APR 1971

MEMORANDUM FOR: ORD Division Chiefs

SUBJECT : Career Development of Secretarial, Clerical,  
and Administrative Personnel

REFERENCE : Attached ORD General Notice No. 44

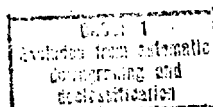
The attached General Notice No. 44 establishes secretarial, clerical, and administrative personnel career development policies in accordance with DD/S&T and Office of Personnel regulations.

BACKGROUND:

On 6 June 1966 the ORD Career Service Panel recommended that a special panel be established for the purpose of handling promotion actions for secretarial, clerical, and administrative personnel. It was the intent of the Career Service Panel that this would include all career development activities, including promotions, transfers, training, evaluations, rotations, etc. Accordingly, a special panel was established, headed by the Deputy Director/ORD, reporting directly to the Director/ORD. The Special Panel has been responsible for career development of these individuals since that time and makes recommendations to the Director/ORD. The Special Panel has as its primary policy the optimal utilization of our personnel insofar as it affects the office generally. Every effort is made to discuss potential transfers with division and staff chiefs who would be affected by these changes. There are certain special features of the Office of Personnel regulations, however, which permit secretaries to submit a request for transfer directly to the Office of Personnel without prior discussion with their supervisors.

The Special Panel focuses its attention on career development. I wish to clarify, however, that the secretarial, clerical, and administrative personnel assigned to a given unit are responsible for their

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supervision to their line supervisor. Line supervisors are reminded that they have a responsibility to provide training and greater opportunities to their personnel and should make recommendations to the Special Panel, if appropriate, thereby participating in the process of career development. I am confident that all supervisors recognize the importance of maintaining and improving the skills and opportunities of our secretarial, clerical, and administrative personnel.

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Robert M. Chapman  
Director of Research and Development

Attachment  
As Stated

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